GUIDE TO SPONSORED PROJECT
“GOODS” PURCHASES


This guide describes the process for purchasing goods (above your P-Card limit) funded partially or fully by sponsored projects funds.

Depending on the funding source of your purchase of goods (federally funded, state funded, privately funded, etc.) various processes, bidding requirements, policies and regulations apply.

If your intended purchase is federally funded and estimated to exceed $10K, you are encouraged to contact Procurement and Vendor Services as early as possible to discuss required processes and regulations, as they may vary dependent on the requirements of the sponsored project. These processes may include competitive bidding, sole source exemption, diverse business solicitation, or other. See “Purchasing Procedures for Federally Funded Sponsored Projects” located here, for more information:


Contact Procurement and Vendor Services with questions at procuretopay@boisestate.edu.

FREQUENTLY ASKED QUESTIONS

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SPONSORED PROJECT FUNDED PURCHASES FOR GOODS

(APPLIES TO: PURCHASES ABOVE YOUR SET P-CARD LIMIT, AND APPLIES TO ALL SPONSORED PROJECT FUNDS SUCH AS FEDERAL, STATE, PRIVATE, ETC.)

If you wish to purchase goods that are partially or fully funded by a sponsored project, and are above your University P-Card limit, you must do the following PRIOR to purchasing the goods:

- Follow the same process for entering a Purchasing Requisition that you follow for all other funding sources (local, appropriated, etc.); there is no difference in requisition entry.
- Job Aid for entering Purchasing Requisitions:
  https://www.boisestate.edu/vpfa-ufs-training/purchasing-goods-and-services/purchase-requisitions/

PROCUREMENT REVIEW OF YOUR REQUISITION

Once your requisition has received all workflow approvals in Bronco Hub, including from an Office of Sponsored Programs (OSP) Sponsored Project Administrator (SPA) for Federally Funded purchases at and above $10K*, Procurement and Vendor Services receives your requisition.

Upon receiving your requisition, Procurement and Vendor Services will do the following:

- Notify you if the goods you wish to purchase will need to be competitively bid prior to purchase.
- Notify you if any bidding exemptions apply to your purchase and if any related forms are required from you.
- Negotiate terms, as needed, with the vendor (for purchases costing under $10K, Procurement and Vendor Services will negotiate).
- Add any required supplemental terms, flowdown terms, or other required terms and conditions to the bid (if a bid is required) and to the PO.
- Perform all required System for Award Management (SAM) checks.

Once all required bidding, negotiation, or other processes have been completed by Purchasing and OSP (if applicable), you will receive a copy of the PO via email (when Procurement and Vendor Services emails the PO to the vendor).

*Note on federally funded purchases of goods: purchasing requisitions that are federally funded and ≥ $10K route electronically in Bronco Hub to OSP SPAs for review; this occurs prior to arriving in the Purchasing queue. You may be contacted by OSP regarding your requisition. OSP SPAs will review your requisition for allowability, allocability and reasonableness (see, e.g., Basics of Charging Costs to a Sponsored Project). If approved by OSP, your requisition will then be routed to Procurement and Vendor Services for its review as described above. If not approved by OSP, your requisition will be returned to you with an explanation.
INVOICE PAYMENTS – HOW TO PAY INVOICES AGAINST PURCHASE ORDERS

If you receive an invoice directly from the vendor OR after you receive an invoice from Procurement and Vendor Services, do the following:

When you are ready to pay an invoice against the PO, you will complete the Smartsheet “Purchase Order Payment Approval” found here:
https://app.smartsheet.com/b/form/505a0dec63e34dc49c7357edcafeeb4e

Per the instructions at the bottom of the Smartsheet form, you will attach your invoice.